

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

DISTRICT COURT – IMMEDIATE LAW CLERK OPENINGS

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine District Court for the remainder of the 2015-2016 term, which runs through August 12, 2016. Successful candidates may be asked to continue through the 2016-2017 term, which runs from August 15, 2016 through August 18, 2017. Three positions are expected to be available, and will be based in: (1) Augusta; (2) Lewiston and the mid-coast; and (3) York County.

The thirty-eight judges of the District Court have statewide jurisdiction to adjudicate criminal, civil, and family matters. Eight Family Law Magistrates assist in the processing of family matter proceedings involving children. The District Court law clerks receive assignments from all District Court Judges and Magistrates. Duties include, but are not limited to, assisting judges and magistrates with legal research regarding the various areas of the court's jurisdiction, preparing memoranda and draft opinions, and monitoring trials and other proceedings in the District Court. The Chief Judge also assigns the District Court law clerks to assist in administrative projects.

Candidates must be law school graduates and possess excellent analytical and communication skills. Selection criteria include strength of writing sample, class standing, Law Review, Moot Court, other significant research or writing experience, faculty and/or employer recommendations, and strong work ethic. Term Law Clerks are not required to have taken the Maine bar examination. Travel is required, especially with the Lewiston position. Law Clerks may not engage in other employment.

**Salary:** \$44,722.00 plus fringe benefits.

**How to Apply:** Applications **must** be received by **January 29 at 4 p.m.** and include:

1. *Cover letter* (your letter must specify the location or locations—(1) Augusta; (2) Lewiston/ mid-coast; or (3) York County—at which you are willing to accept a clerkship assignment).
2. *Résumé*.
3. *Law school transcript* (official or unofficial).
4. *Writing sample* (double spaced, ten-page maximum, unedited by others).
5. *Two letters of recommendation* (may be sent under separate cover).
6. *Applicant Information Survey* (available on the State of Maine Judicial Branch's website).

The application packet may be **emailed, in .pdf format**, to: [Lawclerkrecruit@courts.maine.gov](mailto:Lawclerkrecruit@courts.maine.gov) (indicate in the subject line that you are applying for the "District Court Law Clerk Position") **or mailed to:**

Attn: Law Clerk Recruitment – Maine District Court  
Administrative Office of the Courts  
P.O. Box 4820, 125 Presumpscot Street  
Portland, ME 04112-4820

**Interviews:** will be held in Augusta, Maine, in February 2015. Videoconference interviews will be considered but are not preferred. Successful candidates must submit to criminal, motor vehicle, and other records checks.

Inquiries may be directed to Karen Morin at either 207-213-2971 or [karen.g.morin@courts.maine.gov](mailto:karen.g.morin@courts.maine.gov).

*The State of Maine Judicial Branch is an equal opportunity employer.*